



Lifting Infants and Toddlers through Language-rich Environments (LITTLE) Grant

2019-2020 Operating Guidelines Addendum

Six Month Extension

July 1, 2020

This Addendum was created to provide guidance to programs participating in the LITTLE six-month extension. This is not a full set of new, comprehensive Guidelines. It is for the purpose of providing additional information in specific sections of the Guidelines. Unless waived or changed in the Addendum, all existing Guidelines are valid. For additional guidance or specific questions, providers should email infanttoddler@dec.al.ga.gov

3.0 Professional Development

3.1 Required Professional Development Opportunities

All personnel participating in grant activities must attend required professional development opportunities as listed below. These sessions will be conducted in a virtual format as appropriate.

- Literacy Leadership Forums (McCormick Center Leadership Academy)
 - Participants: Directors
 - Frequency: 8 sessions across 6 months
 - Location: Virtual
 - Conducted by: DECAL and invited presenter
- Literacy Leadership Forums
 - Participants: Peer Coaches
 - Frequency: 2 sessions across 6 months
 - Location: Virtual
 - Conducted by: DECAL staff
- Professional Learning Community sessions
 - Participants: Infant and Toddler Teachers
 - Frequency: periodically with a minimum of 2
 - Location: Virtual or face to face
 - Co-facilitated by Infant Toddler Specialist and Peer Coach
- Quarterly Early Language and Literacy Institutes
 - Participants: Teachers, Peer Coaches and Directors
 - Frequency: 2 1.5-hour virtual sessions
 - Location: Virtual
 - Conducted by DECAL staff and invited presenters
- Weekly coaching sessions

- Participants: Teachers, Peer Coaches
- Frequency: Weekly
- Location: Onsite in classroom
- Conducted by Peer Coaches with support from DECAL Infant Toddler Specialists

3.4 Stipends for Attending Professional Development Sessions

Stipends must be paid for all staff participating in professional development conducted outside their regular work schedule. Stipends should be paid as follows:

Activity	Eligible for Stipends	Stipend
Two 1.5-hour Early Language and Literacy Institutes	Teachers, Peer Coaches, Directors	\$60 per session
Professional Learning Community Sessions	Teachers, Peer Coaches	\$25 per session (when held outside regular work hours)

4.0 Materials and Supplies

Programs should plan to spend a **minimum** of \$500 **per classroom** for language and literacy materials and supplies.

5.0 Funding

5.1 Peer Coach Salary

Funding must be utilized to employ a Peer Coach. Peer Coaches must be employed full or part-time as specified in the individual program's grant agreement.

- Full Time: A minimum salary of \$15.00 per hour for a 40-hour work week must be met. Programs must spend a minimum of \$16,200 (40 hours X \$15 X 27 weeks) on the Peer Coach's salary.
- Part Time: A minimum salary of \$15 per hour for a 20-hour work week must be met. Programs must spend a minimum of \$8100 (20 hours per week X \$15 X 27 weeks) on the Peer Coach's salary.

5.2 Classroom Materials, Equipment and Supplies

A minimum of \$500 must be spent in each classroom for language and literacy materials, equipment and supplies.

5.3 Professional Learning Stipends and Support

Funds must be utilized for stipends to support participation at trainings, professional learning community meetings and other activities falling outside the employee's work schedule. Stipends may be paid for all grant staff participating in grant-related professional development occurring after regular work hours. Stipends will be paid as follows: \$120 total per director, peer coach and teacher participating in two 1.5 hour Early Language and Literacy Institutes held outside regular hours; and \$25 per teacher/peer coach participating in the monthly Professional Learning Community sessions if held outside regular work hours. .

5.8 Additional pre-approved purchases

Funds may be utilized for other items such a Wi-Fi hotspot, LCD projector, an additional laptop to be used so that staff can participate in training, or technology such as a Wi-Fi extender to strengthen Wi-Fi signal.

6.0 Fiscal Procedures

6.2 Schedule of Payments

Equal payments, based on the number of classes funded, will be processed quarterly. See Appendix C for the funding chart. Please note that no payment can be made until the grant agreement is fully executed.

Payments will be made no later than:

July 31, 2020

October 31, 2020

7.0 Audit and Accounting Requirements

7.1 Reconciliation Report

The LITTLE Grant Reconciliation Report is due by January 31, 2021. Failure to submit the LITTLE Grant Reconciliation Report by the due date may impact a program's eligibility to apply for future grant opportunities.

APPENDIX C

2020 LITTLE Grants Payment Details (6 month extension)

Extension CLASSES	Two Classes	Three Classes	Four Classes	Five Classes
Payment 1	\$5,997.50	\$6,417.50	\$6,837.50	\$12,270
Payment 2	\$5,997.50	\$6,417.50	\$6,837.50	\$12,270
TOTAL	\$11,995	\$12,835	\$13,675	\$24,540

